**Minutes of Triathlon London meeting - Tuesday 29th November 2016.**

*Venue 150, Aldersgate Street, London EC1A 5AB*

**In Attendance**

John Lunt (JL) President,

Debbie Clarke (DC) chair,

Alan Spelling (AS) Vice chair /Senior League Coordinator,

Peter Lambert (PL) Officials Coordinator,

Martin McGuigan(MM) Junior League Coordinator,

Donna DeWick (DD) Para Coordinator,

Audrey Livingston (AL) Coaching Coordinator,

Jon Train (JT) TE Regional Manager.

1) Apologies for absence

Joe Wilson, Nicola Dennes, Chris Hall, Rob Arglyes , Deborah Challinor

2) Review of previous minutes – taken as read and agreed.

3) Budget requests

Seniors budget request: £3,000

DC ) outlined the Committee, Chairs and Organisers Meetings and AGM costs. Agreed reduced £80 for Committee meetings, £400 for AGM and £150 for Race Organiser /Chairs meeting.

DC) outlined, the really well received summary request, awards evening review and application for up to possibly £3000 for 2017. Nicola is confident of sponsorship for 2017 expecting sponsorship up to £1,800.

JL) feel we need to be careful not to spend the reserves so would like a cap put on the budget lower than proposed.

DC) budget should be c.£2,000 with the remainder to be covered by sponsorship.

All) Believe we will need a bigger venue this year. JT) noted that the YHA now has a deal with TE so we can get meeting and event space for free. He will scope out London locations.

All) Timings worked well for the event and we would like to have early notification of date. Sunday 12th November 2017 at 4PM put forward, to confirm when JT has checked the TE AGM and BT awards evening. .

DC / AS) outlined Sponsorship Report from Nicola which was debated.

It was well received and agreed in principle to proceed with discussions with sponsors. There were a few concerns from all relating to the how the new site will run, data protection and some of the details on the Von Crank proposal.

PL) agreed to help look at proposal for any new results web page and how it integrates with TE site.

DC) to speak to Nicola to discuss and Alan and Peter to help with the discussions on the Senior site.

Officials budget request: £250

PL) explained Officials application and need for meeting due to changes such as Official Management Systems.

JT) mentioned possibility of access to venues to be progressed.

Agreed £250 budget

Para Tri budget request: £1,325

DD) explained Para tri projects, all discussed.

Budget agreed £325 for initial course and a further £1000 for follow up course.

AL) mentioned some possibly funds from Crystal Palace Sports Centre to assist and would look into it.

DC) Any additional funds raised to pay towards para budget should be directed to holding additional para sessions or events. To discuss at future meetings.

DC) Discussion on additions columns need on expenses sheet for sponsorship funding and possible contributions from organisers. This should be kept upto date so that we can see on a rolling basis what we are spending against budget. DC to speak to CW.

Juniors budget request: £2,750

MM) spoke about voluntary contributions and a general outline of the junior section: was confirmed that surplus from last year, as agreed, to be used this year.

DC) asked about family contribution, MM explained that budget costs were maximum amount required if IRCs more local the costs could reduce.

Agreed £2,750.

DD) asked if junior league could include Artic One events, discussed and to be considered further by MM.

Other budget items with no funds requested

AL) Coaching has no request for funds at this time.

DC) rest of budget discussed.

3) New Comms. Volunteers.

DD) has found two people who are interested and will be contacted by Jon train to move forward. DC) welcomed the offers from all clubs and will send an email to club chairs we ideally need about 5 people in total to cover the year.

4) Reports

Taken as read.

Senior League races set out and agreed.

5) AOB

DC) Constitution, Roles and in the very near future the Strategic plan all need reviewing. Have we done all that we should on the Strategic Plan.

Better club connections have to be built on and we will be holding a club chair meeting in the new year.

Will put together small sub group to review documents and put feedback to the committee.

Review of AGM process also needed.

Finally it would be good to have an elite or ex-elite athlete’s involvement as advocate of the committee would be an advantage. All agreed we should look into this further and all encouraged to bring ideas to the next committee meeting.

AL ) Discussed First Aid training for coaches training and generally discussed. Some ideas to be put together for a partner who could provide course for the region, possibly with SE also.

*Meeting closed*

Next meeting 21st February 2017.